

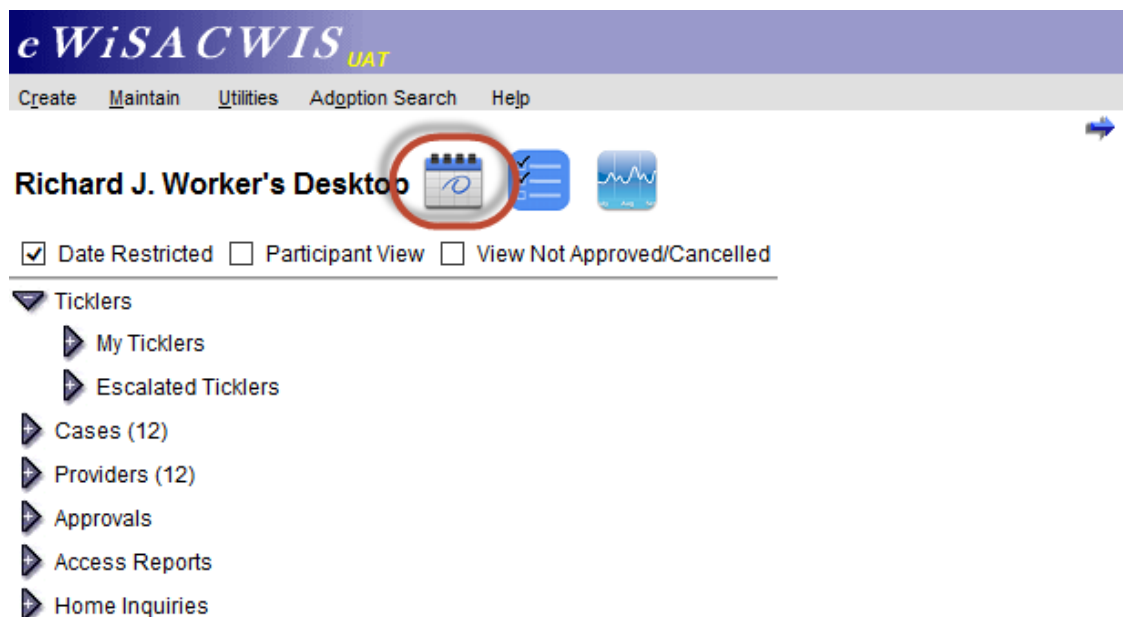
Calendar

The eWiSACWIS calendar can be used by workers to view their current, upcoming, and past due tasks. Including both system generated (ticklers) and worker entered (manual) tasks. For supervisors the calendar can also be used to manage their workers workload.

Note: Currently the calendar only shows the following ticklers. Additional ticklers will be added with future releases.

- Initial Assessment Due
- Create Notice of Right to Review
- Maltreater Review No Response Letter Due
- Maltreater Review Determination Due
- Confirming Safe Environments
- Reconfirming Safe Environments
- 30-Day CANS
- 6-Month CANS

To access the calendar, click the Icon next to the worker name on the desktop.



The calendar opens in the week view:

eWiSACWIS Refresh Print Help

View
☒ Tasks (System) ☒ Tasks (Manual) ☐ Events (Financial) ☐ Completed Tasks

today April 5 - 11, 2015 month week day

Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
	eWiSACWIS Event					

And can be viewed by Day:

eWiSACWIS Refresh Print Help

View
☒ Tasks (System) ☒ Tasks (Manual) ☐ Events (Financial) ☐ Completed Tasks

today April 6, 2015 month week day

Monday

eWiSACWIS Event

Or Month (clicking the number for any date will switch to the daily view for that day):

eWiSACWIS Refresh Print Help

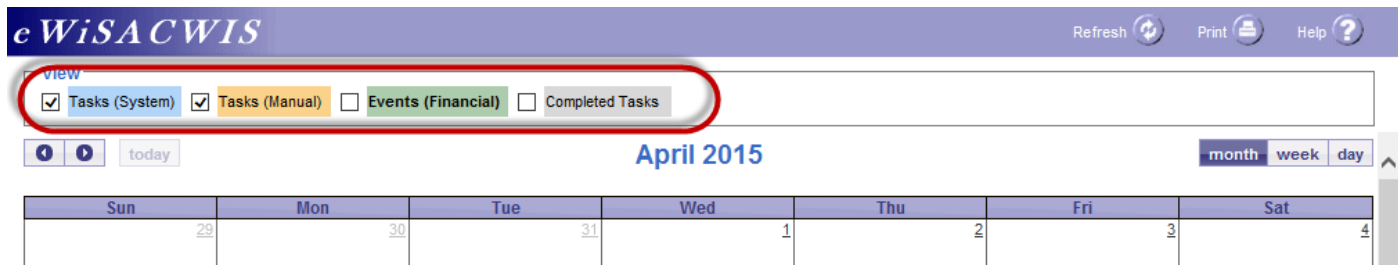
View
☒ Tasks (System) ☒ Tasks (Manual) ☐ Events (Financial) ☐ Completed Tasks

today April 2015 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 eWiSACWIS Event	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 1A Due Fig, Mary	1	2
3	4	5	6	7	8	9

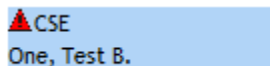
February 2015

The View group box defaults to display system and manual tasks. Boxes can be selected to change the types of tasks that appear on the calendar.



Tasks are color coded:

- **Blue** - Tasks (system). Tasks generated by eWiSACWIS, such as ticklers. These are not editable through the calendar and are marked as completed after the associated tickler has been deleted. An overdue task will have a red triangle with an exclamation mark:



- **Orange** – Tasks (Manual). Tasks created by the worker (or a supervisor). These are marked as complete by clicking on the task and entering a completed date.
- **Green** – Events (Financial). Display on days financial batch runs are scheduled to take place. Events are maintained by the State office.
- **Yellow** – Events (eWiSACWIS). Display for eWiSACWIS related events such as release dates and scheduled downtime. Events are maintained by the State office.
- **Grey** – Completed Tasks. Tasks that have been completed; a green check mark indicates the task was completed on time, a red check indicates it was completed late.



Below the calendar a section displays highlighting any overdue tasks in red.

Overdue Task List						
Due Date	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With
08/08/10	-1697	Slacks, Mimmy J. (9222336)	N/A	IA Due	Kiel, Robert	
09/17/10	-1657	Bumble, Bea (9222376)	N/A	IA Due	Kiel, Robert	
09/17/10	-1657	Bumble, Bea (9222376)	N/A	IA Due	Kiel, Robert	
09/20/10	-1654	Bumble, Bea (9222376)	N/A	IA Due	Kiel, Robert	
05/21/11	-1411	Slacks, Mimmy J. (9222336)	Slacks, Max (9226536)	30-day CANS	Kiel, Robert	
04/14/12	840	Worlar, Bathy (9224034)	Pertridge, Christopher (10848)	CSE	Kiel, Robert	

[Task List](#) [Create Task](#) [Close](#)

All workers can create Manual Tasks for themselves by clicking the Create Task link at the bottom of the page.

09/17/10	-1662	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
09/20/10	-1659	Bumble, Bea (9222376)	N/A	IA Due	Worker, Richard J.	
05/21/11	-1416	Slacks, Mimmy J. (9222336)	Slacks, Max (9226536)	30-day CANS	Worker, Richard J.	
01/11/13	-815	Worker, Betty (9221931)	Partridge, Christopher (10818)	CSE	Worker, Richard J.	

[Task List](#)
[Create Task](#)
[Close](#)

On the Task page, select the type of Manual Task (Case, Provider or Other), the Due/End Date, and enter the Task Name and Description. For a Manual Task (Case) or Manual Task (Provider) a dropdown menu of the worker's assigned cases or providers is available to select a specific case or provider. Clicking the Participant(s) link will bring up a pop up to select specific participants.

eWiSACWIS

[Print](#)
[Spell Check](#)
[Help](#)

Task Details

Type: Manual Task (Case)

Start Date: 00/00/0000

Task Name: Task 2

Description:

Case Name: Monster, Zoey E. (9221905)

[Participant\(s\)](#): N/A

Created On: Created By:

Due/End Date: 04/06/2015 Completed On: 00/00/0000 Completed By:

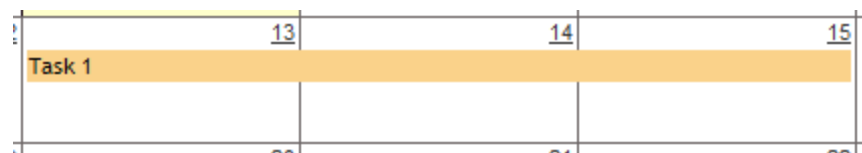
Worker Information

Responsible Worker: Worker, Richard J.

[Shared With:](#)

[Copy](#)
[Delete](#)
[Save](#)
[Close](#)

Note: The Start Date field is optional and can be used if a task or event stretches over multiple days.



The Completed On field is used to indicate when a particular task has been completed. Once a date is entered, and page saved, task displays as completed on the calendar.

For Supervisors:

Supervisors have additional options on the calendar to help with managing their workers workloads.

For the View supervisors see the following options:

- Escalated: - This option allows supervisors to choose whether or not ticklers escalated to them by workers display.
- Worker: - This drop down allows a supervisor to view any of their worker's calendars.
- My County's Workers – Checking this box allows supervisors to see not only their own workers in the Workers: Dropdown, but all workers in their county.




The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo 'eWiSACWIS' and links for 'Refresh', 'Print', and 'Help'. Below this is a 'View' section with several filters. A red oval highlights the 'Escalated' dropdown menu (set to 'Include') and the 'Worker' dropdown menu (set to 'Supervisor, County'). There is also a checkbox for 'My County's Workers'. Below the filters, there is a date range 'April 5 - 11, 2015' and a 'today' button. At the bottom, there is a calendar grid with columns for each day from Sunday 4/5 to Saturday 4/11. A yellow event titled 'eWiSACWIS Event' is visible on Monday 4/6.

Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11
	eWiSACWIS Event					

Supervisors also have the ability to create Manual tasks for their workers. When a supervisor is viewing a workers calendar clicking the Create Task link will create a task for that worker. Additionally, supervisors can change the responsible worker with the dropdown and share the task with multiple workers by clicking the Shared With link.

Note: For System Generated Tasks (Ticklers) the responsible worker cannot be changed, the tickler would have to be reassigned; however the Shared With link can be used to share the task with multiple workers.

eWiSACWIS UAT

Print  Spell Check  Help 

Task Details

Type: Manual Task (Other) ▼

Created On: 04/06/2015

Created By: Supervisor, County

Start Date: 00/00/0000

Due/End Date: 04/06/2015

Completed On: 00/00/0000

Completed By:

Task Name: Task 3

Description:

Worker Information

Responsible Worker: Supervisor, County ▼ ☐ My County's Workers

[Shared With:](#) DefaultWorker, Green; Worker - Green, County

Copy

Delete

Save

Close